



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	III	Case Management	
Chapter:	C	Case Oversight and Management	9-30-85
Subchapter:	1	Case Management	
Issuance:	200	<b>Municipality at Application</b>	

### Legal Basis 9-30-85

State law requires that the counties pay 25% of a child's maintenance costs when supervision and maintenance are provided by CP&P. Each child under supervision is assigned a municipality at application so that the county charged the 25% maintenance costs expended by CP&P is designated. The county charged is notified by the Office of Revenue, Financial Reporting and IV-E Operations.

If, at the time of application, the child and parents are living together, the municipality in which they are living is the municipality at application.

### Determining Municipality at Application in Unusual Situations 9-30-85

Legal principles indicate that a child has no domicile separate from his parents. A domicile is a person's one permanent legal home, while a residence may only be his temporary dwelling.

When the child and parents are not living together at the time of application, use the first appropriate situation listed below to determine the municipality at application.

1. If both parents are not living together, the municipality at application is the municipality in which the child and one parent live.
2. If the child is in a municipality different from either of his parents, the municipality at application is the municipality of the father's domicile. If the father's whereabouts are unknown or outside New Jersey, the municipality at application is the municipality of the mother's domicile.
3. If the whereabouts of the parents are outside New Jersey, the municipality at application is the municipality of the child's residence at the time of the application.

4. If the whereabouts of the parents are unknown, the municipality at application is the municipality of the child's residence at the time of application.
5. If a New Jersey resident child runs away out-of-state or is otherwise out-of-state when the application is made, the case is not opened until the child is returned to New Jersey. The municipality at application is determined according to the above criteria.
6. A child for whom we are providing investigation or courtesy supervision for another state does not have a New Jersey municipality at application. The other state remains financially responsible for any maintenance or services provided to the child. The child is entered into the New Jersey SPIRIT (NJS) system and identified. If the child's case is closed and later referred for a service as a New Jersey responsibility, a municipality at application is assigned, using the above criteria. The county charged is the county of domicile at the time of the reopening of the case.
7. When a child is living apart from his parents and is considered an emancipated minor the municipality at application is the municipality of the child's residence.

#### **When Municipality at Application Changes 9-30-85**

The municipality at application is determined at the time a case is opened. If a case is opened, closed, and reopened, it is assigned the same CP&P case number. It is assigned the same municipality at application as long as the child's domicile has not changed. The case is assigned a new municipality at application if the child's domicile has changed. When a child under supervision moves to another county, the office of supervision changes, while the municipality at application remains the same.

#### **Procedures Related to Municipality at Application 9-30-85**

<b>Responsibility</b>	<b>Action Required</b>
Worker	<ol style="list-style-type: none"> <li>1. Determine municipality at application at the time of screening and assessment.</li> <li>2. Document municipality at application in the NJS application.</li> </ol>
Office of Revenue, Financial Reporting and IV-E Operations	<ol style="list-style-type: none"> <li>3. Notifies the appropriate county of charge.</li> </ol>